

Forms
Contact List
SBMS Instructions
Help Desk

Find Subject Areas: Index ▼ Categories ▼ Alpha ▼

Show Side Menu **Search Subject Areas & Legacy Documents:**

Contents: Guests and Visitors

Effective Date: **February 2004**

Point of Contact: [Human Resources Employee and Guest Records Supervisor](#)

Section	Overview of Content (see section for full process)
Introduction	
1. Visit Initiation and Approval	<ul style="list-style-type: none"> • Register guests through the GIS or complete a Personal Information Form. • Review and obtain approvals for registration. • Complete Patent Agreement, Designated User Facility Agreement (DUFA), and housing agreements, if required. • Determine training requirements. • Forward appointment forms and letters to guests.
2. Issuing Identification Badges and Vehicle Stickers	<ul style="list-style-type: none"> • See the Laboratory Identification Subject Area.
3. Guest Training	<ul style="list-style-type: none"> • See the Training and Qualifications Subject Area.
4. Insurance for Visitors	<ul style="list-style-type: none"> • Request insurance coverage. • Complete enrollment form. • Forward form to Benefits Office. • Distribute package to visitor.
5. Registering and Approving Foreign Visitors	<ul style="list-style-type: none"> • Preregister into GIS. • Assign host for foreign national. • Submit Specific Security Plan to Foreign Visits and Assignments Office, if applicable. • Submit forms for processing, review, and approval. • Notify foreign national of approval or denial. • Retain copies of approvals.
6. Requesting and Selecting Job Shoppers	<ul style="list-style-type: none"> • Establish Service Contracts with contract labor suppliers. • Solicit resumes. • Select candidate and establish appointment term.

[7. Processing Contractors, Vendors, and Consultants](#)[8. Processing Human Resources Employee & Guest Information Services \(EGIS\) Consultants](#)[9. Processing Office of Education Program \(OEP\) Collaborators](#)[10. Updating and Terminating Guests](#)[11. Guidebook for Guests Conducting Research](#)[Definitions](#)**Exhibits**[Guidebook for Guests Conducting Research](#)**Forms**[Check-out Sheet for Guests, Research Collaborators and Technical Collaborators](#)[Check-out Sheet for Student and Teacher Collaborators](#)[Consultant Request Form](#)[Personal Information Form](#)[Record of U.S. Immigration Status](#)

- Notify Security Manager of contract award.
- Complete training.
- Complete Consultant Request Form.
- Enter information into GIS.
- Issue the Agreement to the Consultant.
- Select students and input guest information into GIS.
- Request transportation or housing.
- Prepare New Employee/Guest Orientation Form.
- Enter information into Financial System.
- Complete paperwork for termination.
- Track information in DOE electronic database or GIS, as appropriate.
- Notify Guest Administrator of changes in guest information or status.
- Update GIS to change status or extend appointments.
- Complete new paperwork for noncitizens with extensions.
- Complete checkout sheet and enter termination date into GIS.
- Prepare and review Guidebook.
- Post Guidebook on Web.
- Notify guests about release of Guidebook.

Training Requirements and Reporting Obligations

This subject area contains training requirements. See the [Training and Qualifications](#) Web Site.

This subject area contains reporting obligations. See the section [Registering and Approving Foreign Visitors](#) for information.

References

[Badges, Passes, and Vehicle Identification](#) Subject Area

[Guest Information System \(GIS\)](#)

[Standard Practice Instruction \(SPI\) 5-09, Visits and Assignments of Foreign Nationals](#)

[Training and Qualifications](#) Subject Area

[Training and Qualifications](#) Web Site

Standards of Performance

All staff and guests shall exercise effective stewardship of assets in their custody and control, and shall take reasonable actions to safeguard all assets against theft, loss, misuse, and disruption.

All staff and guests shall assure that only appropriately authorized individuals have access to facilities, information, resources, and assets.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

Management System

This subject area belongs to the **Human Resources** management system.

[Back to Top](#)

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3.2-062004-/standard/13/1300t011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Introduction: Official Foreign Travel

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

This subject area describes the procedures and guidelines for obtaining approval for and closing out official foreign travel. These procedures and guidelines are issued in response to Department of Energy (DOE) Order O 551.1B Official Foreign Travel, DOE CH Supp. O 551.1A Implementation of CH Foreign Travel Order, and additional requirements from the Office of Science (SC), Office of Defense Nuclear Nonproliferation (NA), Office of Environmental Management (EM), Office of Nuclear Energy, Science and Technology (NE), DOE Office of Energy Efficiency and Renewable Energy (EE), Deputy Administrator for Defense Programs (DP), and Nuclear Regulatory Commission (NRC).

Travelers whose expenses are paid in whole or in part by DOE, Nuclear Regulatory Commission (NRC), Work for Others (WFO), a non-DOE organization, and/or a foreign institution are required to follow the procedures in this subject area.

Closing out a foreign trip involves promptly reporting all DOE, non-DOE, and foreign costs spent on a given foreign trip. All travel expenses are reimbursed in accordance with BNL policy and procedures.

[Back to Top](#)

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1.0-042004/standard/3h/3h00i011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

1. Preparing for Foreign Travel

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

Applicability

This information applies to BNL staff who are planning foreign travel for BNL business purposes.

Travelers who incur expenses, in whole or in part to be paid by the Department of Energy (DOE), Nuclear Regulatory Commission (NRC), Work for Others (WFO), a non-DOE organization, and/or a foreign institution, are required to follow this procedure.

Required Procedure

Step 1	<p>The traveler notifies Department Chair/Division Manager of official foreign travel; the Department Chair/Division Manager then:</p> <ol style="list-style-type: none">1. Determines if official foreign travel is appropriate and feasible according to the exhibit Determining If Foreign Travel Is Appropriate and Feasible of this subject area.2. Considers the financial, security/safety, health, and personal factors as listed in the Guidelines of this section.
Step 2	<p>Once the Department Chair/Division Manager determines that foreign travel is appropriate and feasible, the traveler submits the following forms to the Department/Division Foreign Travel Point of Contact (POC), or the appropriate support staff:</p> <ul style="list-style-type: none">• DOE F 551.1, Request for Approval of Foreign Travel, from the DOE Foreign Travel Management System (FTMS) Web Site;• Export Control Form, from the Fiscal Services Division (FSD) Foreign Travel Web Site;

	<ul style="list-style-type: none"> • Exception Waiver Form (only if travel information is submitted to DOE less than 30 days before departure), from the FSD Foreign Travel Web Site; • NRC F 445, Request for Approval of Official Foreign Travel (if applicable), from the FSD Foreign Travel Web Site. <p>See exhibit DOE Program Secretarial Office Requirements of this subject area for additional processing requirements.</p> <p>Note: Traveler is responsible for obtaining relevant travel documents such as passport, visa, and letter of invitation.</p>
Step 3	<p>The Department/Division POC completes a Travel Authorization (TA).</p> <p>When vacation time is used in conjunction with business travel, the following must be on or attached to the TA:</p> <ul style="list-style-type: none"> • Number of vacations days to be used; • If the number of vacation days exceeds the number of business days, attach a memorandum of justification addressed to the Foreign Travel Office and signed by the Department Chair/Division Manager. <p>See the exhibit Combining Travel With Vacation or Personal Leave of this subject area.</p>
Step 4	<p>The Department/Division POC obtains Department Chair/Division Manager signature approval on the TA.</p>
Step 5	<p>The Department/Division POC contacts the Foreign Travel Office to obtain user permission for the DOE Foreign Travel Management System (FTMS) Web Site; once user permission has been obtained, the Department/Division POC submits the DOE F 551.1, Request for Approval of Foreign Travel on the FTMS Web Site.</p> <p>Note: The Request for Approval of Foreign Travel must be received within the following time frames prior to departure:</p> <ul style="list-style-type: none"> • 30 days if request is a non-sensitive country and DOE and/or NRC approval is required; • 45 days if request involves a sensitive country and/or sensitive subject and DOE and/or NRC approval is required; • 45 days if request has any itinerary with a major international conference included regardless if the trip is a sensitive or non-sensitive country. See the Conference Management Subject Area for additional requirements. <p>Note: Under special circumstances, requests may be processed late if</p>

	<p>accompanied by an Exception Waiver Form detailing the reason for the late submission; late submissions are not guaranteed DOE approval.</p>
Step 6	The Department/Division POC submits the approved TA, Export Control Form, NRC F 445 (if applicable), Exception Waiver (if applicable), and letter of invitation (if any) to the Foreign Travel Office.
Step 7	Once it has received an approved TA, the Foreign Travel Office processes the Request for Approval of Foreign Travel from the FTMS and Country Clearance Cable (CCC). The Foreign Travel Office notifies the Department/Division POC and the traveler that it has received the Request for Approval of Foreign Travel.
Step 8	<p>Traveler reviews details of policy for reimbursable expenses, including the following:</p> <ul style="list-style-type: none"> • Air, Ship, Rail, or Private Car Expenses • Allowable Miscellaneous Expenses • Lodging, Meals, and Incidental Expenses • Rental Car Expenses • Combining Travel With Vacation/Personal Leave
Step 9	<p>Travelers going to a sensitive or non-sensitive country involving sensitive subjects must obtain pre-briefing and debriefing by the BNL Counterintelligence Office whether or not the traveler holds a security clearance.</p> <p>Note: Every traveler is responsible for verifying if the country to be visited or the subject of travel is sensitive or non-sensitive. For a current list of sensitive countries, contact the BNL Counterintelligence Office. For sensitive subjects, see the Sensitive Subjects List in SPI 5-09, Visits and Assignments of Foreign Nationals.</p> <p>Note: Foreign Travel Office notifies the Export Control Office prior to the start of foreign travel when information to be discussed during foreign travel is not in the public domain. See the Export Control form to determine if an export control review will be required.</p>
Step 10	After DOE and/or Nuclear Regulatory Commission (NRC) have approved

Step 10	<p>After DOE and/or Nuclear Regulatory Commission (NRC) have approved the Request for Approval of Foreign Travel, the Foreign Travel Office approves the TA for financial processing. If a check or cash advance is requested, the check advance is issued 14 days prior to the departure date and a cash advance is issued five days prior to the departure date on an approved TA. See SPI 4-01, Domestic Travel, Section VIII. Reimbursement and Advances.</p> <p>Note: In accordance with the DOE order, approving officials may deny further foreign travel until all outstanding trip reports are received and trip closeouts have been completed.</p> <p>Note: In rare instances, when a DOE and/or NRC trip has not been approved, a cash advance can be released one to two days prior to the departure date; however, an approval for advance does not guarantee the trip will be approved.</p>
Step 11	<p>Foreign Travel Office notifies traveler of foreign trip approval and forwards a granted CCC.</p> <p>Note: The traveler must receive foreign trip approval from the Foreign Travel Office and a granted CCC prior to foreign travel. Traveler is required to bring the CCC with him/her while on foreign travel.</p>
Step 12	<p>Refer to section Closing Out Foreign Travel of this subject area for procedures and policy after returning from foreign travel. A trip report must be completed and original receipts should be maintained for reimbursement.</p>

Guidelines

When considering travel to foreign locations, review the following:

Financial Considerations

- Travel costs and means of payment (transportation, lodging, and meals); see [Foreign Per Diem Rates](#) on the [U.S. Department of State](#) Web Site;
- Planning and preparation costs;
- Registration fees; see the [Request for Conference/Meeting/Course Registration Fee](#) form on the [Fiscal Services Division](#) Web Site;
- Special equipment or communication needs;
- Duties, levies, taxes, and other fees associated with the trip;
- Exchange rates or loss of currency convertibility; see the [OANDA](#) Web Site;
- Availability of appropriate funding.

Security/Safety Issues

- Political climate of the country and surrounding countries; see [Travel Warnings and Consular Information Sheets](#) on the [U.S. Department of State](#) Web Site;
- Crime rate (risk of robbery, mugging, bribery, etc.): see [Personnel Safety During](#)

[Foreign Travel](#) from the [Work Planning and Control for Experiments and Operations](#) Subject Area;

- Availability of emergency evacuation routes/contingency plans;
- If a traveler holds a security clearance or has held one in the past five years (see [SPI 5-14, Counterintelligence Program](#));
- Information on computers or computer disks, or equipment or technology that may be sensitive or classified; see [Security Manual](#);
- If employee has received his/her annual Counterintelligence and Security Awareness briefing (see the [BNL Counterintelligence Office](#) Web Site);
- Safety in off-site work assignments (see [Guidance in Conducting Off-Site Work](#) from the [Work Planning and Control for Experiments and Operations](#) Subject Area).

Health Risks

- Risk of disease in the geographic area (i.e., diseases transmitted by insects, food and water, and intimate contact with people). For a current list of such diseases, see the [Centers for Disease Control and Prevention \(CDC\)](#) Web Site;
- Protection from dangerous animals, reptiles, and insects;
- Medical needs of the traveler (see [Medical Precautions While on Foreign Travel](#) from the [Work Planning and Control for Experiments and Operations](#) Subject Area);
- Availability of health care in the area;
- Necessary immunizations (see the [Occupational Medicine Clinic \[OMC\]](#) Web Site).

Personal Considerations

- Ability of the employee to successfully accomplish the travel;
- Travel time for the individual(s);
- Impact on the employee's home and family;
- Suitability of the traveler (i.e., language skills, psychological and medical fitness, previous international experience, citizenship);
- Passports and/or Visas (see [Passport Services and Information](#), [U.S. Department of State](#) Web Site).

References

[BNL Counterintelligence Office](#) Web Site

[Centers for Disease Control and Prevention \(CDC\)](#) Web Site

[Conference Management](#) Subject Area

[DOE F 551.1, Request for Approval of Foreign Travel](#), [DOE Foreign Travel Management System \(FTMS\)](#) Web Site

[Exception Waiver Form](#), [Fiscal Services Division \(FSD\) Foreign Travel](#) Web Site

[Export Control Form](#), [FSD Foreign Travel](#) Web Site

[Foreign Per Diem Rates](#), [U.S. Department of State](#) Web Site

[Guidance in Conducting Off-Site Work, Work Planning and Control for Experiments and Operations](#) Subject Area

[Medical Precautions While on Foreign Travel, Work Planning and Control for Experiments and Operations](#) Subject Area

[NRC F 445, Request for Approval of Official Foreign Travel, FSD Foreign Travel](#) Web Site

[OANDA](#) Web Site

[Occupational Medicine Clinic \(OMC\)](#) Web Site

[Personnel Safety During Foreign Travel, Work Planning and Control for Experiments and Operations](#) Subject Area

[Request for Conference/Meeting/Course Registration Fee, FSD Foreign Travel](#) Web Site

[Security Manual](#)

[Sensitive Subjects List, SPI 5-09, Visits and Assignments of Foreign Nationals](#)

[SPI 4-01, Domestic Travel, Reimbursement and Advances](#)

[SPI 5-14, Counterintelligence Program](#)

[Travel Warnings and Consular Information Sheets, U.S. Department of State](#) Web Site


| [Continue to Next Page](#) |

[Back to Top](#)

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1.2-062004/standard/3h/3h01d011.htm

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[Forms](#)
[Contact List](#)
[SBMS Instructions](#)
[Help Desk](#)

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[Show Side Menu](#) Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

2. Preparing for Foreign Travel As a Contractor

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

Applicability

This information applies to non-BNL staff under contract with Brookhaven National Laboratory (BNL) where fulfillment of the contract requires official foreign travel.

Required Procedure

Step 1	Contractor submits a proposal to Procurement and Property Management.
Step 2	<p>No later than 45 days before departure date, the contractor obtains and submits the following forms to the Department/Division Foreign Travel Point of Contact (POC) or Technical Representative:</p> <ul style="list-style-type: none"> • DOE F 551.1, Request for Approval of Foreign Travel, from the DOE Foreign Travel Management System (FTMS) Web Site; • Export Control Form, from the Fiscal Services Division (FSD) Foreign Travel Web Site; • Exception Waiver Form (only if travel information is submitted to DOE less than 30 days before departure); • NRC F 445, Request for Approval of Official Foreign Travel (if applicable), from the FSD Foreign Travel Web Site. <p>Note: See exhibit DOE Program Secretarial Office Requirements of this subject area for additional processing requirements.</p> <p>Note: Contractor is responsible for obtaining relevant travel documents such as passport, visa, letters of invitation (if applicable), and travel reservations (a U.S. Carrier must be used when obtaining airfare).</p>
Step 3	The Department/Division POC completes a Travel Authorization (TA) for the upcoming trip and obtains approval on the TA from the Department Chair/Division Manager.

	<p>Note: In remarks on the TA, include the total trip estimate and the BNL contract number.</p>
Step 4	<p>The Department/Division POC contacts the Foreign Travel Office to obtain user permission for the DOE Foreign Travel Management System (FTMS); once user permission has been obtained, the Department/Division POC submits the DOE F 551.1, Request for Approval of Foreign Travel on the FTMS Web Site.</p> <p>Note: The DOE F 551.1, Request for Approval of Foreign Travel must be received prior to departure date and within the following time frames:</p> <ul style="list-style-type: none"> • 30 days if request is a non-sensitive country and DOE and/or NRC approval is required; • 45 days if request is a sensitive country and/or sensitive subject and DOE and/or NRC approval is required; • 45 days if request has any itinerary with a major international conference included regardless if the trip is a sensitive or non-sensitive country. See the Conference Management Subject Area for additional requirements. <p>Note: Under special circumstances, requests may be processed late if accompanied by an Exception Waiver Form detailing the reason for the late submission, but this does not constitute a guarantee that DOE will approve the trip.</p>
Step 5	<p>The Department/Division POC submits the approved TA, Export Control Form, NRC F 445 (if applicable), Exception Waiver (if applicable), and letter of invitation (if any) to the Foreign Travel Office.</p>
Step 6	<p>Once it has received an approved TA, the Foreign Travel Office processes the Request for Approval of Foreign Travel and Country Clearance Cable (CCC). The Foreign Travel Office notifies the Department/Division POC and the traveler that it has received the Request for Approval of Foreign Travel.</p>
Step 7	<p>Contractors going to a sensitive country or a non-sensitive country involving sensitive subjects, regardless of whether the traveler holds a security clearance, must obtain pre-briefing and debriefing by the BNL Counterintelligence Office. The Foreign Travel Office notifies the BNL Counterintelligence Office of such foreign travel and if travel expenses are supported in whole or partially by foreign monetary support</p>

	<p>foreign monetary support.</p> <p>Note: Every traveler is responsible for verifying if the country to be visited or the subject of travel is sensitive or non-sensitive. For a current list of sensitive countries, contact the BNL Counterintelligence Office. For sensitive subjects, see the Sensitive Subjects List in SPI 5-09, Visits and Assignments of Foreign Nationals.</p> <p>Note: Export Control Office is notified prior to the start of foreign travel when information to be discussed during the foreign travel is not in the public domain. See the Export Control form for guidance.</p>
Step 8	<p>After DOE and/or NRC have approved the Request for Approval of Foreign Travel, the Foreign Travel Office approves the TA for financial processing. The Foreign Travel Office notifies the contractor and Department/Division POC it has received foreign travel trip approval and the granted Country Clearance Cable (CCC).</p> <p>Note: The contractor/traveler must receive foreign travel approval and the CCC from the Foreign Travel Office prior to foreign travel. Traveler is required to bring the CCC with him/her while on foreign travel.</p>
Step 9	<p>Within 14 days of return from foreign travel, the contractor submits a DOE Foreign Travel Trip Report and NRC Foreign Travel Trip Report (if applicable) to the Department/Division POC with a copy of the invoice, and sends an original invoice to Accounts Payable, Building 134 B.</p>
Step 10	<p>The Department/Division POC e-mails the trip report to the Foreign Travel Office, BNL Counterintelligence Office, local DOE office (if applicable), and the traveler's DOE program office (see Trip Reports -- Where Are They Sent? from the FSD Foreign Travel Web Site).</p> <p>Note: Trip reports are submitted to DOE no later than 30 days after the return date of the trip.</p>
Step 11	<p>The Department/Division POC completes a Post-Trip Close-Out Form and submits the form with a copy of the invoice to the Foreign Travel Office.</p>
Step 12	<p>Accounts Payable reimburses the contractor once the invoice is reviewed for allowable expenses. See this subject area's exhibits for reimbursable expenses.</p>

Guidelines

Before embarking on official foreign travel, see the [Guidelines](#) in Section [Preparing for Foreign Travel](#) of this subject area.

References

[BNL Counterintelligence Office](#) Web Site

[Conference Management](#) Subject Area

[DOE F 551.1, Request for Approval of Foreign Travel](#), [DOE Foreign Travel Management System \(FTMS\)](#) Web Site

[DOE Foreign Travel Trip Report](#) and [NRC Foreign Travel Trip Report](#), [Fiscal Services Division \(FSD\) Foreign Travel](#) Web Site

[Exception Waiver Form](#), [FSD Foreign Travel](#) Web Site

[Export Control Form](#), [FSD Foreign Travel](#) Web Site

[NRC F 445, Request for Approval of Official Foreign Travel](#), [FSD Foreign Travel](#) Web Site

[Post-Trip Close-out Form](#), [FSD Foreign Travel](#) Web Site


[Sensitive Subjects List](#), [SPI 5-09, Visits and Assignments of Foreign Nationals](#)

[Trip Reports -- Where Are They Sent?](#), [FSD Foreign Travel](#) Web Site

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Forms
Contact List
SBMS Instructions
Help Desk

Find Subject Areas: Index ▼ Categories ▼ Alpha ▼

Show Side Menu

Search Subject Areas & Legacy Documents:

Subject Area: Official Foreign Travel

3. Closing Out Foreign Travel

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

Applicability

This information applies to BNL and non-BNL staff who have completed official foreign travel.

Required Procedure

Closing out a foreign trip requires prompt reporting of all DOE, non-DOE, and foreign costs spent on official foreign travel.

Note: Approving officials may deny further foreign travel until all outstanding trip reports are received and trip close-outs have been completed.

Thirty days after the return date of official foreign travel, the DOE must receive a Trip Report and all requests for foreign travel must be closed in the Foreign Travel Management System (FTMS). To close out official foreign travel, take the following steps:

Step 1	Upon returning from official foreign travel, the traveler submits original receipts and expenses to the Department/Division POC for reimbursement through the travel expense voucher.
Step 2	Within 14 days after the return date of a foreign trip, the traveler e-mails a Trip Report to the Department/Division POC. See Instructions for DOE Foreign Travel Trip Report and Instructions for NRC Foreign Travel Trip Report on the Fiscal Services Division (FSD) Foreign Travel Web Site.
Step 3	The Department/Division POC prepares the travel expense voucher and the Post-Trip Close-Out Form . Upon completion, the POC forwards the travel expense voucher and the Post-Trip Close-Out Form to Accounts Payable for reimbursement.
Note: If the Post-Trip Close-Out Form is not attached to the expense voucher.	

	Accounts Payable returns the travel expense voucher back to the Department/Division POC unpaid.
Step 4	<p>If there are any major revisions, the DOE F 551.1, Request for Approval of Foreign Travel and Travel Authorization (TA) must be resubmitted to the Foreign Travel Office. The Foreign Travel Office resubmits the Request for Approval of Foreign Travel and TA for re-approval. A major revision includes the following:</p> <ul style="list-style-type: none"> • An addition of one or more countries to the original DOE F 551.1, Request for Approval of Foreign Travel; • An addition of a city or itinerary that significantly alters the principal purpose or objective of the trip; • An addition of an international major conference; • Change in departure or return dates of three days or more; • An increase of 25% or more in travel cost than originally stated in the DOE F 551.1, Request for Approval of Foreign Travel; • The funding code has changed or an additional funding code has been added; • An additional funding source has been added. <p>Note: When foreign travel is funded by foreign funds or non-DOE funds and no travel voucher is submitted, a Trip Report and Post-Trip Close-Out Form are still required. The TA is closed with the statement "No cost to BNL or DOE."</p>
Step 5	Accounts Payable reviews the travel expense voucher for allowable and unallowable costs before issuing a check to the traveler and forwards the Post-Trip Close-Out Form to the Foreign Travel Office.
Step 6	The Foreign Travel Office closes out the DOE F 551.1, Request for Foreign Travel in the FTMS upon receipt of the Post-Trip Close-Out Form and the electronic Trip Report from the Department/Division POC. See Trip Reports -- Where Are They Sent? on the FSD Foreign Travel Web Site.

References

[DOE F 551.1, Request for Approval of Foreign Travel](#), [DOE Foreign Management System \(FTMS\)](#) Web Site

[Instructions for DOE Foreign Travel Trip Report](#) and [Instructions for NRC Foreign Travel Trip Report](#), [Fiscal Services Division \(FSD\) Foreign Travel](#) Web Site

[Post-Trip Close-Out Form](#), [FSD Foreign Travel](#) Web Site

[Trip Reports -- Where Are They Sent?](#), [FSD Foreign Travel](#) Web Site


| [Go to Previous Page](#) |

[Back to Top](#)

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Subject Area: Official Foreign Travel

Air, Ship, Rail, or Private Car Expenses

Effective Date: **April 2004**

Point of Contact: [Fiscal Officer](#)

Air Transportation

Travelers planning Official Foreign Travel are advised to travel by the most efficient means possible within mission requirements (i.e., utilize negotiated or discounted fares; request departure and arrival within a two-hour window; consider alternate airports). If airline ticket is purchased outside the BNL Travel Office, reimbursement is limited to actual expense, the cost of which does not exceed the lowest applicable fare for the time period traveled. The BNL Travel Office determines fares as listed in the Sabre Reservation System. See the [BNL Travel Office](#) Web Site for information on making travel arrangements.

Federal statutes and government regulations require that certified U.S. flag air carriers are used for all government-financed transportation of persons or property if service provided by those carriers is available. U.S. flag air carrier service includes service provided under a code share agreement with a foreign air carrier in accordance with Code of Federal Regulations (CFR) Title 14, Aeronautics and Space, when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number. If an origin or interchange point is not served by a U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier. Any expenditure for foreign commercial air transportation on non-certified air carriers is not allowed unless the travel voucher is accompanied by a certificate or memorandum adequately explaining why service by certificated air carriers is unavailable. The BNL Travel Office, when appropriate, provides such certification. If a traveler incorrectly utilizes a foreign carrier, reimbursement could be reduced up to the full airfare paid.

U.S. flag air carriers are deemed to be available even though a foreign air carrier may:

- Cost less;
- Be paid for in excess foreign currency;
- Be preferred by the agency or traveler;
- Be more convenient for the agency or traveler.

U.S. flag air carriers are deemed unavailable only in the following instances:

- When such use would extend an individual's travel time including delay at origin by

- When such use would extend an individual's travel time, including delay at origin, by 24 hours or more;
- When it would increase the number of aircraft changes an individual must make outside the U.S. by two or more;
- When it would extend an individual's travel time by at least six hours or more;
- When it would require a connecting time of four hours or more at an overseas interchange point.

Coach-class air travel accommodations at the lowest fare are standard booking. Business class may be reserved for flights exceeding 12 scheduled in-flight hours, one way. The cognizant member of the Directorate and the Manager of the DOE Brookhaven Site Office (BHSO) must approve first-class accommodations, if deemed necessary for the conduct of the trip.

Ship and Rail Transportation

Ships registered under the laws of the United States are used when available. Only a mission requirement permits use of a ship registered under foreign flag. First class, with reserved seat or roomette when applicable, is standard rail accommodation.

Note: When a traveler chooses to travel by rail for personal convenience, reimbursement does not exceed the cost of applicable airfare, plus mileage to and from airports and between airports and hotels.

Private car

When a traveler elects to use a private car for personal convenience on an authorized trip, reimbursement is at the Federal Travel Regulations (FTR)-approved mileage rate, may include tolls and parking fees, and does not exceed the cost of applicable airfare plus mileage to and from airport and airport to hotel. Mileage reimbursement is based on reported distance traveled, not to exceed 110% of the direct route shown in the Rand-McNally Standard Highway Mileage Guide.

When an employee is authorized to use a private car for the convenience of the Laboratory, reimbursement is at the FTR-approved mileage rate, and includes tolls and mileage traveling to and from a local or metropolitan airport. If the traveler is delivered and picked up at the airport by a private car, reimbursement covers two round trips; if the private car is left at the airport, reimbursement for parking fees is made if substantiated by original receipts. Mileage charged does not exceed 110% of the direct route as shown in the Rand-McNally Standard Highway Mileage Guide. Parking fees are reimbursable if substantiated by receipts. Use of a private car for Laboratory convenience must have prior approval by a Department Chair/Division Manager, or designee, and be indicated specifically on the employee's Travel Authorization (TA). Justifications for granting approval include but are not limited to the following:

- More than one Laboratory employee is in the car (each named on the TA);
The employee is carrying bulky materials pertinent to the purpose of the trip;

- The employee is carrying bulky materials pertinent to the purpose of the trip,
- The resulting cost to the Laboratory is lower than other means of transportation.

Reimbursement for use of an employee's private car on Laboratory business covers expenses for gasoline, oil, insurance coverage, depreciation, and general "wear and tear" on the car.

Note: BNL is not responsible for losses to an employee resulting from a collision, property damage, or theft. Employees using private cars for Laboratory business should have insurance coverage to adequately protect themselves.

Note: For BNL employees, time in excess of air travel time is to be charged to vacation or leave without pay.

[Back to Top](#)

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1.1-052004/standard/3h/3h01e011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

Allowable Miscellaneous Expenses

Effective Date: **April 2004**

Point of Contact: [Fiscal Officer](#)

Allowable miscellaneous expenses are reimbursable if incurred during the course of official foreign travel. Receipts are not required for individual items or instances of \$75.00 or less (with the exception of lodging taxes). However, each category of individual item or instance (e.g., taxi cabs, subways, buses, official telephone calls) exceeding \$75.00 must be itemized (showing date and amount) within the travel voucher documentation. Expenses other than those specified below require the approval of the Director or delegate.

- Rental of necessary office equipment;
- Rental of rooms for official business;
- Clerical services;
- Excess baggage charges (air travel);
- Storage charges for baggage;
- Official telephone and telegraph; see note (a) below;
- Tolls;
- Ferry;
- Limousine and taxi fares, including gratuity of up to 15%, but not fares to and from restaurants unless there is no restaurant in or near the lodging;
- Public carriers (e.g., bus, subway, and streetcar);
- Parking;
- Passports, visas, and tourist cards, including necessary travel to obtain same;
- Traveler's check service;
- Foreign currency exchange loss; see notes (b) and (c) below;
- Debarkation tax (e.g., airport tax, port of entry tax);
- Inoculations;
- Registration fees for meetings (see [Request for Conference/Meeting/Course Registration Fee](#) form);
- Taxes applicable to lodging (lodging receipts required);
- Laundry, if away for more than four days.

Notes:

(a) Includes one personal call per week of travel (or portion thereof) and any additional calls deemed necessary due to unusual circumstances (i.e., family illness, emergencies, or disasters).

disasters).

(b) Receipts showing amounts in foreign currency must show the exchange rate.

(c) Accounts Payable should be consulted before formal submission of the travel voucher for clarification as to standard exchange rates, and in cases of refunds due to itinerary changes.

[Back to Top](#)

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1.0-042004/standard/3h/3h05e011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-----------------------	------------------------------	-----------------------------------	---------------------------

Find Subject Areas:

[Show Side Menu](#) **Search Subject Areas & Legacy Documents:**

Subject Area: Official Foreign Travel

Combining Travel With Vacation/ Personal Leave

Effective Date: **April 2004**

Point of Contact: [Fiscal Officer](#)

Vacation/Personal Leave

When vacation/personal leave is taken in conjunction with a business trip, travel is reimbursed only when it is clearly established that the business travel is the primary consideration and the vacation/personal leave only incidental. If any portion of the vacation/personal leave precedes the business period, and documented circumstances beyond the traveler's control make it impossible to conduct the official business for which the travel was authorized, the traveler will not be required to reimburse the Laboratory for travel costs incurred. If, however, the official business is canceled at the discretion or convenience of the traveler, then the traveler must reimburse the Laboratory for all travel costs incurred.

If travel is extended due to vacation/personal leave and travelers are staying in the same place as the business portion of the trip, there is no need to add an additional itinerary. If the traveler is not staying in the same place as the business portion of the trip, an additional itinerary must be added. On the Travel Authorization (TA), list the city, country of the vacation, and the number of vacation days the traveler will be taking.

Note: See Step 3 in Section [Preparing for Foreign Travel](#) for required processing when an employee combines vacation/personal leave with business travel.

[Back to Top](#)

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1.0-042004/standard/3h/3h07e011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

DOE Program Secretarial Office Requirements

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

In addition to the required procedures described in this subject area, each DOE Program Secretarial Office has, as implemented, additional processing requirements.

Office of Science (SC)

- If travel is to Taiwan, a [Request for Foreign Travel Clearance to Taiwan](#) form is required;
- If travel is to a sensitive country, SC will not approve the foreign trip until a granted Country Clearance Cable (CCC) is received.

Office of Environmental Management (EM)

- Travelers must be on the Foreign Travel Plan (FTP) that is submitted to EM on a semiannual basis (October and March of each fiscal year); the Foreign Travel Office will contact the Department Chair regarding the FTP on a semiannual basis;
- All EM foreign travel must be submitted to EM 45 days but no later than 30 calendar days prior to departure whether or not the travel is to a sensitive or non-sensitive country;
- A [DOE-EM 11-Point Criteria](#) memo signed by the Department Chair must accompany all EM foreign travel;
- No EM foreign travel will be approved without the receipt of a granted CCC;
- One personal leave day can be taken for every two days of official business; the 2:1 ratio excludes weekends and travel days;
- EM will not approve first-class/business airline tickets.

Office of Nuclear Energy (NE)

- All anticipated NE travel is reported on the NE Foreign Travel Forecast prior to departure of the trip; the report should include travel dates, destination, purpose, justification, names of all laboratory personnel traveling, estimated cost of the trip, and estimated NE cost of each trip and is submitted to the Foreign Travel Office by December 1st of each year;
- The [DOE F 551.1. Request for Approval of Foreign Travel](#), an approved Travel

Authorization (TA), and a [DOE-NE Foreign Travel Justification Form](#) must be submitted to the Foreign Travel Office 30 days prior to departure;

- No NE foreign travel will be approved without the receipt of a granted CCC.

Office of Efficiency & Renewable Energy (EE)

- Along with the Request for Approval of Foreign Travel and an approved TA, a [DOE-EE Foreign Travel Request Justification Form](#) must be submitted to the Foreign Travel Office 30 days in prior to departure;
- No EE foreign travel will be approved without the receipt of a granted CCC.

Office of Defense Nuclear Nonproliferation (NA)


- All NA foreign travel must be entered into the Travel Information System (TIS) by the Foreign Travel Office;
- No NA foreign travel will be approved without the receipt of a granted CCC.

[Back to Top](#)

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1.0-042004/standard/3h/3h03e011.htm

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Forms	Contact List	SBMS Instructions	Help Desk
-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

Determining If Foreign Travel Is Appropriate and Feasible

Effective Date: **April 2004**

Point of Contact: [Manager, Foreign Travel](#)

Before approving Official Foreign Travel, the Department Chair/Division Manager must determine if such travel is appropriate and feasible. The significance of the criteria may depend on the conditions in the country (e.g., political and environmental) and the complexity of the work. **One** of the following should apply:

- The travel is essential to fulfill the mission of Department of Energy (DOE) objectives, and can be expected to benefit programmatic and multi-programmatic requirements or requirements imposed by U.S./DOE national policy considerations.

Or,

- Travel is related to the requirements of a specific DOE, Nuclear Regulatory Commission (NRC), non-DOE, and/or Work for Others (WFO) program(s) or commitment(s).

Or,

- A traveler from the organizational, programmatic, or multi- programmatic unit is required to perform a specific task to meet the objective of the trip or to contribute substantially to the effective functioning of an international conference or symposium.

And, **all** the following criteria should **always** apply:

- Travel is essential to fulfill the mission of BNL;
- Appropriate coordination and consultation with other areas should occur so that maximum advantage to DOE as a whole is gained;
- The number of personnel visiting the same location is the minimum required for the successful attainment of the purpose of the trip;
- The required information can not be obtained effectively by other means, such as correspondence, records of meetings, or conferences (telephone or video);
- Collateral purposes, such as side trips, in addition to the main purpose of the trip, are programatically valid and beneficial

programmatically valid and beneficial.

- Travel is not an unnecessary security risk;
- Objectives of travel can not be met through the use of DOE representatives stationed abroad;
- Impact on the traveler's work while away on foreign travel is minimal.

[Back to Top](#)

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1.0-042004/standard/3h/3h02e011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

Lodging, Meals, and Incidental Expenses

Effective Date: **April 2004**

Point of Contact: [Fiscal Officer](#)

For purposes of reimbursement for lodging, meals, and incidental expenses (M&IE), the term "foreign areas" includes any area outside the Continental United States (CONUS).

Maximum Per Diem Allowances

Reimbursement is limited to a maximum single per diem allowance rate, covering both lodging and M&IE for particular localities.* The Department of State establishes maximum travel per diem allowances for foreign areas under Federal Travel Regulations (FTR), published monthly. Current Per Diem Rates are accessible from the [Fiscal Services Division \(FSD\)](#) Web Site.

Travelers are entitled to an en route allowance of \$17.00 on the day their trip begins within the continental United States and \$25.00 for the date of return. No elapsed-time per diem calculations are required for partial days en route. The sum of the two en route rates, plus the daily allowance for each city where lodging is taken, equals the maximum lodging plus M&IE allowance for any foreign trip. In most circumstances, travelers will be paid the maximum per diem allowances, regardless of actual expenditures. No receipts are required for per diem expenses.

Maximum Per Diem Allowances Exceptions

Department Chairs/Division Managers may authorize a per diem allowance which is less than the maximum set in the Government tables if warranted by the particular lodging and/or meal arrangements. In such instances, the per diem limitation must be specified on the Travel Authorization (TA) form. In certain rare situations, with preauthorization, the maximum per diem allowances may be exceeded, and receipts for lodging are required.

When all or part of meals and/or lodging are provided at no cost, or at nominal cost to the traveler by the Federal Government or others, the applicable maximum per diem allowance is reduced in accordance with the monthly [Foreign Per Diem Rates](#) published by the U.S. Department of State.

Meals

When certain meals are provided to the traveler, the M&IE portion of the daily per diem allowance reflected in the tables is reduced by the following applicable percentages, rounded to the nearest whole dollar amount.

Breakfast	15%
Lunch	25%
Dinner	40%

Even if a reduced per diem rate is not stipulated before travel, an appropriate deduction is made from the total per diem payable on the travel voucher.

Note: M&IE allowances are based on air travel time rather than actual automobile or rail travel time.

Lodging

Accommodations are requested through the [BNL Travel Office](#), which procures lodging at Government or other special rates whenever and wherever available. Otherwise, the best moderately priced accommodations are obtained. Travelers should be aware that reservations may be made in advance of trip approval, and the most satisfactory accommodations and rates result from an early request to the Travel Office.

When travel involves special or unusual circumstances, such as requiring the traveler to secure lodging at a prearranged place, and the lodging plus M&IE costs will significantly exceed the maximum per diem allowance, actual subsistence up to 300% of the FTR table combined per diem rate may be requested by the traveler, and, if justified to their satisfaction, approved by the Department Chair/Division Manager, Deputy or Acting Department Chair or Division Manager, Assistant Laboratory Director (ALD), Deputy Director, or the Director. This exception is accomplished by indicating "300% Lodging Rate Exception" in the comments area of the travel reimbursement voucher and having the Department Chair/Division Manager or Deputy or Acting Department Chair/Division Manager approve the travel reimbursement voucher for their respective employees. Department Chairs must have their own lodging exceptions approved by their cognizant ALD, or, if not available, another ALD, Deputy Director, or the Director. Another ALD, a Deputy Director, or the Director must approve the ALD's lodging exceptions. Original lodging receipts must be included with the travel voucher.

Note: When a traveler chooses to travel by car or rail for personal convenience, lodging en route will not be reimbursed. M&IE allowances will be based on air travel time rather than actual automobile or rail travel time. For BNL employees, time in excess of air travel time is to be charged to vacation or leave without pay.

(*) The applicable maximum allowance rate is determined by the location of the traveler's lodging at midnight and whether lodging is required at that location. If a particular locality is not specified in the rate schedule, the maximum per diem allowance is listed as "Other" under the country the traveler is visiting.

[Back to Top](#)

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1.0-042004/standard/3h/3h04e011.htm

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SBMS	Forms	Contact List	SBMS Instructions	Help Desk
-------------	-------	--------------	-------------------	-----------

Find Subject Areas: Index Categories Alpha

Show Side Menu Search Subject Areas & Legacy Documents:

Subject Area: **Official Foreign Travel**

Rental Car Expenses

Effective Date: **April 2004**

Point of Contact: [Fiscal Officer](#)

Because Brookhaven National Lab (BNL) has discount-rate agreements with several car rental companies, car rental arrangements should be made, whenever possible, by the [BNL Travel Office](#).

The following criteria apply:


- To ensure the agreed-upon special rate, use the BNL ID.
- Retain original receipt for reimbursement.
- Mid-sized vehicles are the standard allowable car rental for all trips.
- Do not use rental cars to travel to and from airports unless it is economical (i.e., due to the number of passengers transported).
- The BNL Travel Credit Card must be used as the form of payment since it includes free Collision Damage Waiver coverage on all car rentals up to the full value of the vehicle. If the traveler is not issued a BNL Travel Credit Card or the car rental company does not accept the BNL Travel Credit Card, the Collision Damage Waiver charge is reimbursable, but only outside of the U.S. Personal Accident Insurance is not reimbursable.
- When car rentals combine business and personal travel, the employee is reimbursed only for those costs attributable to business use.
- The vehicle must be returned with a full tank of gas unless otherwise instructed by the car rental company, as there may be a substantial refueling surcharge.

[Back to Top](#)

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1.1-052004/standard/3h/3h06e011.htm

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Forms

Contact List

SBMS Instructions

Help Desk

Find Subject Areas:

Index ▼

Categories ▼

Alpha ▼

Show Side Menu

Search Subject Areas & Legacy Documents:

Definitions: Guests and Visitors

Effective Date: **November 2000**

Point of Contact: [Human Resources Records Supervisor](#)

Term	Definition
assignment (foreign national)	Presence, including employment, of an invited foreign national at a DOE facility for more than 30 calendar days. Assignments are normally for the purpose of participating in the work of the facility, gaining experience, or contributing to projects.
BNL contact	A BNL employee responsible for overseeing the work performed by the contractor and for determining whether the contractor employee (s) shall require BNL site-specific training or be assigned an escort.
BNL Designated User Facility	<ul style="list-style-type: none"> Alternating Gradient Synchrotron (AGS) National Synchrotron Light Source (NSLS) Scanning Transmission Electron Microscope (STEM) Facility Tandem van de Graaff Accelerator Facility Relativistic Heavy Ion Collider (RHIC)
collaborative research	A project that will produce a report that has at least one BNL scientist as an author.
contractor	An organization or individual (contractor, sub-contractor, consultant on a Personal Services Agreement, or vendor) that performs work or provides a service, under contract to the Laboratory other than for on-site services, such as the cafeteria, service station, child development center, and the credit union.
Contractor employee(s)	An individual employed by a contractor organization, who works or provides a service at the Laboratory. This does not include people who make routine deliveries, for example, Federal Express, UPS, RPS.
Contractor (resident)	An organization or individual (contractor, subcontractor, consultant on a Personal Services Agreement, or vendor) that performs work or provides an on-site service, such as the cafeteria, service station, child development center, and the credit union, under contract to the Laboratory.
Educational	A departmental point-of-contact with the Office of Educational

Programs Coordinator	Programs (OEP), appointed by the Chair of the Department, to centralize the flow of paperwork and assist with student/teacher placements within the Department. The Department is responsible for notifying OEP of personnel changes.
foreign national	<p>A foreign national is any person who is not a U.S. citizen, and includes permanent resident aliens. Foreign nationals sponsored for visits or assignments include</p> <ol style="list-style-type: none"> 1. Officials or other persons employed by foreign governments or other foreign institutions, which may or may not be involved in cooperation under international agreements; 2. Foreign students at US institutions; 3. Employees of DOE or other US Government agencies or their contractors, of universities, of companies (professional or service staff), or of other institutions; 4. Prospective employees of DOE or DOE contractors.
guest	<p>Any non-employee who visits the Laboratory for whom the Laboratory establishes and maintains a permanent record. A permanent record may be required if the visitor meets one or more of the following conditions: 1) Visits a facility for which training is required; 2) Visits a facility requiring the use of a radiation monitoring device; 3) Visitor or accompanying family member is a foreign national; 4) Visitor is expected to spend more than three days at the Laboratory.</p> <p>A guest is assigned a BNL guest number.</p>
Guest administrator	One or more employees, appointed by each Laboratory organization, authorized to capture, input, and update information on guests and terminate their active status. This person may also be the sponsor.
Guest Information System (GIS)	A module of the Human Resources Information System (HRIS) which tracks demographical and historical information on guests. To maintain continuity of information on individuals whose status evolves from employee to guest (or vice versa), one identification number is used to track that individual in all modules of the HRIS.
GIS Web Front-End	An Internet-based registration system for guests to input personal and demographical information on themselves and for designated Laboratory personnel to use to perfect and approve the guest record.
Guest Processing Office	Organizations which have large numbers of guests for whom they are responsible (National Synchrotron Light Source [NSLS], High Energy Nuclear Physics [HENP], and Plant Engineering). are

	authorized to process guests on entry to the Laboratory and to input and update information into the GIs The Human Resources Records Group serves as the Guest Processing Office for the rest of the Laboratory.
Guest scientific appointee	Any person, who for one or more days, actively engages in a BNL-approved research project. This does not include technical discussions or observations of less than 30 days. Appointees must have an affiliation with a home institution or business (except retired employees and spouses of current scientific staff). All other guests are considered non-scientific.
host (sponsor)	BNL or DOE employee sponsoring, coordinating, and/or approving the guest's visit. This individual is responsible for assuring guest compliance with the provisions of this subject area as well as the accuracy of data required herein. A sensitive country foreign national cannot be a host of another sensitive country's foreign national. Organizations (Departments/ Divisions/Offices) appoint and authorize sponsors and assure proper transfer of responsibility should a sponsor leave the Laboratory or change positions.
job shopper	A contracted employee whose services are assigned to BNL through a contract with an independent firm. Such services are provided to support temporary technical, engineering, accounting, or other service needs. Job Shoppers are assigned through Human Resources. There are established open contracts for support services provided through contract labor or job shop houses.
minor	Any person less than the age of 18.
other visitors (transient guests)	This category includes a variety of people who visit the Laboratory for whom there is no need to maintain a permanent record. It includes short-term visitors, individuals who perform work or a service at the Laboratory, who are on-site for one to three days, family members of employees and guests, library users, and selected groups, such as Physical Review staff or students on-site for course studies.
oversight	Reviewer, regulator, inspector, or assessor, either an individual or a team of individuals from Federal (DOE, EPA, OSHA), state (DEC, Board of Health, Government Officials), and local agencies (Suffolk County Governmental Authorities or agencies), invited members of a community group/committee, or scientific sponsor/partner. These individuals could be either US citizens or foreign nationals. They can come to the Laboratory to conduct activities to ensure compliance of federal regulations or contract requirements, monitor processes and activities, conduct peer reviews/productivity surveys, or to establish and enhance community trust and confidence.
primary user of a research facility	An individual with primary affiliation other than Brookhaven, collaborating on an approved experiment being conducted at one of

	the Laboratory's User Facilities. Facility users are typically given a one- to two-year intermittent guest appointment (without remuneration) subject to extension.
research collaborator	An individual with a primary affiliation other than Brookhaven, who works with members of the scientific staff, or uses a Laboratory research facility. Allowances for expenses, such as travel, per diem, or housing may be provided.
sensitive country	A country to which particular consideration is given for policy reasons during the DOE internal review and approval process of visits and assignments by foreign nationals. Countries may appear on this list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. A foreign national is considered to be from a sensitive country if a citizen of, or employed by, a government or institution of a sensitive country. For a current list of sensitive countries, contact the BNL Counterintelligence Office .
Sensitive subject	Unclassified subject/topics identified in existing federal regulations governing export control as well as those identified by DOE as unique to its work, which involves information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies which may adversely affect US national economic security. Therefore, they require special management oversight, especially before release to foreign nationals. The list of sensitive subjects is maintained by the Office of Nonproliferation and National Security. See the Sensitive Subjects List in SPI 5-09, Visits and Assignments of Foreign Nationals .
short-term consultant visitor	An individual who works or provides a service at the Laboratory, who is onsite for one to three days.
specific security plan	A plan developed and implemented to protect DOE and DOE contractor assets and to prevent the compromise of a DOE security interest or sensitive subject to a foreign visitor or assignee. The specific security plan shall impose specific access restrictions and security countermeasures to ensure effective protection of DOE assets. The security plan is approved by the approval authority for the unclassified foreign visit or assignment. The effectiveness of the security plan serves as a critical decision element regarding approval actions. The security plan provides sufficient detail to support the approval authority in the decision-making process. For more information, see the Specific Security Plan .
sponsor	See host


sponsor	See host.
sponsoring department	The department/division that contracts for and oversees the work of the contractor.
student	The student title is not mutually exclusive with other titles. Guests may be designated as students if they are registered in graduate, undergraduate or high school programs.
Student collaborator	An undergraduate or high school student who participates for a short-term in BNL research programs, normally under the auspices of the Office of Educational Programs.
teacher collaborator	A pre-college teacher, who participates in BNL research programs, normally under the auspices of the Office of Educational Programs.
terrorist sponsor countries	The US State Department maintains a specific list of state sponsors of terrorism that are not contained in the sensitive country's list. Visits and assignments by foreign nationals from these countries require special processing and approval from the Secretary of Energy.
transient guests	See other visitors.
user	A user is a person who uses one of BNL's nationally designated user facilities. The user title is not mutually exclusive with other titles. Contractors and guests may be users.
visit (foreign national)	Presence of a foreign national at a DOE facility for 30 calendar days or less. Visits, which total over 30 calendar days in a period of 12 months, are defined as assignments. Visits are normally for technical discussions, orientation, observation of projects or equipment, training, contract service work, or discussion of collaboration on topics of mutual interest without participation in the work of the facility, or for courtesy purposes. The term "visit" includes officially sponsored attendance at a DOE event off-site from a DOE facility, but does not include on- or off-site events and activities open to the general public. Off-site events that do not include participation by DOE or DOE contractor personnel that work in areas of national security and nonproliferation, or have knowledge in subjects of interest to foreign nationals that may attempt to compromise national security may be exempted from the provisions of this notice by the approving official from the host organization.

[Back to Top](#)

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3.2-062004/standard/13/1300I011.htm

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Forms

Contact List

SBMS Instructions

Help Desk

Find Subject Areas:

Show Side Menu

Search Subject Areas & Legacy Documents:

Revision History: Guests and Visitors

Point of Contact: [Human Resources Employee and Guest Records Supervisor](#)

Revision History of this Subject Area

Date	Description	Management System
June 2004 -- Minor Rev. 3.2	The BNL Counterintelligence Program Sensitive Country List was replaced by a link to the BNL Counterintelligence Office .	Human Resources
February 2004	The information in the section Issuing Identification Badges and Vehicle Stickers was removed and replaced with a link to the Badges, Passes, and Vehicle Identification Subject Area.	Human Resources
December 2000	The section Guidebook for Guests Conducting Research was added to the subject area to familiarize individuals coming to Brookhaven to conduct research at a research department, user facility, or research center. The Guidebook for Guests Conducting Research was developed to provide Laboratory-wide information, direction, and procedures on issues and processes of interest to non-BNL staff engaged in research. It addresses issues that should be addressed before arrival, upon arrival, and when leaving Brookhaven. Environmental, health, and safety issues are addressed throughout the Guidebook, and facility-specific contacts are referenced throughout and listed in an appendix.	Human Resources
November 2000	This subject area defines the various types of guests, organizational responsibilities and authorities, and establishes procedures for processing guests in accordance with their	Human Resources

respective circumstances. It further serves a system specification for a Guest Information System (GIS). It was written to coincide with and complement the use of the new Peoplesoft Human Resource Information System to track data on guests.
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[Back to Top](#)

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3.2-062004/standard/13/1300a011.htm

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